

MEMORANDUM OF UNDERSTANDING

The following constitutes an agreement between the Department of Education (“Agency”) and the American Federation of Government Employees, AFL-CIO (“AFGE”) on the Agency’s Office of the Chief Information Officer (OCIO) Move from the ninth (9th) floor of the Potomac Center Plaza (PCP) building.

1. The Department will inform employees, who are unable to pick up equipment or supplies from the office due to reasonable accommodations or other infeasibilities that would prevent an employee from reporting to the ED worksite to pick up and safely transport equipment or supplies, that they may request shipment of such equipment and supplies through their first line supervisors. If shipping cannot be accomplished or if other arrangements cannot be made (e.g., curbside pick-up), supervisors will inform employees, in writing, within ten (10) working days.
2. The Department will inform employees the following support can be provided by submitting a request to the Help Desk (facilitieserviceshelpdesk@ed.gov):
 - Cardboard boxes
 - Packing assistance for those with disabilities
 - Moving boxes from the physical work location to the loading dock at LBJ, UCP, and PCP
 - Parking arrangements (garage and/or loading dock) on the day they move out of the building; and
 - Trash pick-up or dumpster if required.
3. The Department will inform employees on how to retrieve work equipment, files, or supplies after the move.
4. Pursuant to the 3/9/2021 5 Year Washington Metro Area Move Plan MOU, the Department will establish rules for staggering the entry and exit of employees retrieving or packing items during the move and will communicate those rules to employees.

By my signature below, I attest that I am an Authorized Official duly authorized to sign on behalf of my organization.

SHERIA SMITH Digitally signed by SHERIA SMITH
Date: 2022.03.29 00:52:40 -05'00'

3/29/22

On Behalf of the American Federation of Government
Employees (AFGE)
Sheria Smith, President

Date:

On Behalf of the Department of Education
Jerry Benoit, Chief Negotiator & LR/ER Specialist

Date: